



FOR CLERK USE ONLY	
City Council	
Item No.	9

CITY COUNCIL AGENDA FACT SHEET

Community Development

Department

March 02, 2010

Requested Date

1. **Request:**

Council Approval	<input checked="" type="checkbox"/>	Information Only/ Presentation	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/>	Hearing	<input type="checkbox"/>

2. **Requested Action:**

It is recommended that the City Council authorizes the designation of Alejandro Espinoza as the City Labor Compliance Coordinator.

3. **Fiscal Impact:**

Revenue:	Increase	<input type="checkbox"/>	Source:	
	Decrease	<input type="checkbox"/>	Amount:	
Cost:	Increase	<input checked="" type="checkbox"/>	Source:	101-51001-2340
	Decrease	<input type="checkbox"/>	Amount:	\$ 800.00
	Does Not Apply	<input type="checkbox"/>		

4. **Reviewed By:**

Finance Dept. on By:

Comments:

City Attorney on By:

Comments:

Note: Back up must be submitted along with this form. Deadline is 5:00 p.m., 2 Fridays before the scheduled meeting date.

CLERK USE ONLY:

CITY COUNCIL DATE:

Action	<input type="checkbox"/>	Filing	<input type="checkbox"/>
Consent	<input type="checkbox"/>	Presentation	<input type="checkbox"/>
Hearing	<input type="checkbox"/>	Other(specify)	<input type="checkbox"/> <input type="text"/>

Reviewed by: City Clerk

Date

City Manager

Date

CITY COUNCIL AGENDA REPORT

SUBJECT: Authorize designation of the City Labor Compliance Coordinator

AGENDA DATE: March 2, 2010

PREPARED BY: Veronica Atondo, P.E., Interim Engineering Manager ✓
Armando G. Villa, Director of Community Development Department
Nick Fenley, Director of General Services Department

APPROVED FOR AGENDA BY: Victor M. Carrillo, City Manager

RECOMMENDATION: It is recommended that the City Council authorizes the designation of Alejandro Espinoza as the City Labor Compliance Coordinator

FISCAL IMPACT: \$800.00 (General Fund)

BACKGROUND INFORMATION: (Prior action/information)

As part of the requirements to receive federal funding for several of the City's projects such as Emerson Avenue Rehabilitation, Street Rehabilitation of Cole Road, Street Rehabilitation of Second Street from SR 111 to E. Rivera Avenue, the City is requested to designate a Labor Compliance Coordinator by City Council Minute Order to be the responsible person within the City of Calxico to direct and review all labor compliance monitoring by city personal and by a contracted Labor Compliance Monitoring firm if utilized. As the awarding agency the ultimate responsibility for all labor compliance requirements remains with the City of Calxico..

DISCUSSION (Current consideration):

Based on his training and experience the Community Development Director and the General Services Director recommend that Alejandro Espinoza is designated as the City Labor Compliance Coordinator by the City Council. Currently Mr. Espinoza works as Engineering Technician in the Engineering Division of the Community Development Department. Should his designation be approved by the City Council, Mr. Espinoza will perform the responsibilities of the Labor Compliance Officer in addition to his current position responsibilities. Due to the time constraints, it is essential that the City Council designates a Labor Compliance Coordinator in order to avoid losing funding.

DOCUMENT(S) ATTACHED:

1. Description of Responsibilities for the Labor Compliance Coordinator

Agenda Item No. _____

Page _____ **of** _____

Overview of Labor Compliance Coordinator's Duties

The City must designate a 'Labor Compliance Coordinator' by City Council Minute Order or by Resolution to be the responsible person within the City of Calxico to direct and review all labor compliance monitoring by city personal and by a contracted Labor Compliance Monitoring firm if utilized.

The duties of a Labor Compliance Coordinator are listed below;

1. To review and investigate the funding sources of a public works projects and to determine the level of labor standards compliance for each individual project. (Different funding sources have different levels of labor standards compliance requirements)
2. To review and ensure the correct verbiage is included in the bid documents, contracts documents, signage requirements, etc.
3. To ensure the correct federal and or State wage decisions are included in the bid packages based on the bid advertisement date and the bid opening date.
4. To ensure the correct labor standards compliance information is provided to the potential bidders at the pre-bid walkthrough.
5. To assist in the selection of the awarded contractor and to ensure current and active State Contractors License and proper class.
6. To ensure the correct labor standards compliance information is provided to the awarded contractor at the pre-construction conference. And to make available additional training if necessary to the awarded contractor's payroll office and subcontractors.
7. To ensure all reports, forms and other required documentation is prepared and submitted in a timely manner.
8. To review and sign all reports, forms and other required documentation and to submit to the State or federal agencies, as required, on a monthly or annually basis and following completion of the public works project.
9. To review all progress payment requests from the awarded contractor and to ensure all labor compliance requirements are current and no documentation or worker restitution is pending.

10. The City of Calexico Labor Compliance Coordinator is required to work closely with the city personal and the contracted Labor Compliance Monitor to assist in non compliance issues.
11. To oversee the contracted Labor Compliance Monitor firm in all. The ultimate responsibility for all labor compliance requirements remains with the awarding agency.